



**HUMAN SERVICES COMMITTEE
MINUTES
October 26, 2015**

I. CALL TO ORDER

The Human Services Committee Meeting was called to order at 4:05 pm on Monday, October 26, 2015 at 25 West Main Street, Auburn, WA.

Committee Members present: Barbara Derda, Jason Berry, JoAnne Walters and Maryelyn Scholz

Committee Members absent: Bette Van Gasken and Lela Brugger

Staff Members present: Director of Administration Dana Hinman, Community Services Assistant Emily Pearson and Veterans & Human Services Coordinator Erica Azcueta

II. APPROVAL OF MINUTES

- Member Barbara Derda moved to accept the September 28, 2015 minutes; Member Maryelyn Scholz seconded the motion. All Committee Members were in favor of adopting the minutes as submitted.

The September 28, 2015 minutes were approved.

III. AGENDA

• Miscellaneous

Chair Jason Berry announced that Bette Van Gasken has resigned from the Committee, effective October 24, 2015.

Director Hinman spoke about how the City deals with public records requests, specifically the manner of acquisition. Several advocacy groups have asked for the release of various types of public records. We are legally obligated to fulfill these requests, and an effort is being made for all volunteers' records to be made available as well. If committee members are conducting city-related work on their personal devices, those items could be subjected to requests. Member JoAnne Walters asked if phone calls on city lines were recorded. Dana said that they are not, but everyone still needs to be aware of the information they share. We have very little recourse when it comes to denying public records requests.

The current need for the committee to expand and diversify will also provide a good opportunity for training. Jason asked if everyone in the room knew their roles and duties, whether they're staff, a volunteer or committee member. He said before we start recommending and recruiting new members we should all fully understand our places on the committee, and think about possibly editing rules and policies to fit our current needs. JoAnne said that in years past, new members were given packets at the beginning of their terms. It was especially helpful to anyone who's never been on a committee that makes funding recommendations to Council. Maryelyn noted that she hadn't received one but would like a copy. She then asked about the possible addition of Barbra Menendez, to which Emily replied that the meeting hours didn't work for Barbra. Jason reiterated that the Committee should be knowledgeable of our mission, chart of work, roles, duties, timelines, etc. The entire committee agreed. JoAnne spoke of years past when the Committee would present their roles to Council and they'd interview agencies that apply for funding. The

Committee would divide into groups and visit the different agencies throughout the year or sometimes the agencies would come present at a Human Services Committee meeting. JoAnne remarked that the agency visits were very eye-opening, and new committee members could learn a lot from this process. Jason proposed the idea of having a year-long work plan with Agenda items planned out in advance. We should have equitable criteria in place for each agency that applies and look at all agencies through new eyes, whether they're brand new applicants or have applied for years.

Maryelyn asked about the upcoming Mayor's Homeless Task Force meetings and what they will entail. Dana said the group will consist of two residents in addition to representatives from the faith community, non-profits groups, school district and business owners. They must be at least 18 years of age, a resident of the City and must commit to the 7-8 month timeframe. The end result will be an Action Plan. The Human Services Committee members will not sit on the Task Force. Karen Reed, consultant is the Facilitator of the Task Force. In order for the Task Force to be successful, Reed suggests a mix of ideals, from the loudest critic to the loudest supporter. Dana and Mayor Backus recently met with other South King County mayors to align goals. Auburn is not unique – we're all facing similar issues, we're all concerned, but we can be successful if we all come together. This group may provide a pool of potential Human Services Committee members for the future.

Erica Azcueta spoke to the Committee about the upcoming biennial application cycle. As a grant writer and program developer, Erica understands what a thorough process looks like and what it doesn't look like. She proposes looking at applications we share with other cities and getting feedback from the Committee about what supplemental questions might be useful for Auburn applicants. She also noted that there are significant differences in the amount of participation other cities have with their Commissions in regards to funding recommendations, and that may be another area for committee members to revisit.

Jason asked the group if they'd be interested in doing a retreat. The purpose would be to define roles of members and staff, plan an annual calendar list of topics for discussion, set goals and realign priorities. The members mutually agreed that a retreat would be beneficial to all; Maryelyn will secure a date, time & location to be agreed upon by the group in the near future.

IV. ANNOUNCEMENTS

The next Human Services Committee meeting is scheduled for Monday, November 23, 2015.

V. ADJOURNMENT

The meeting was adjourned at 5:02 p.m.

APPROVED THE 25 day of January, 2016

Barbara Derda
Jason Berry, Human Services Committee Chair

Barbara Derda, for (JB)

Dana Hinman, Director of Administration